

# TRAINING AND EXERCISE SUBCOMMITTEE MEETING MINUTES

WEDNESDAY, FEBRUARY 6, 2019  
DE STATE FIRE SCHOOL, DOVER

On February 6, 2019, the Training and Exercise Subcommittee meeting was held at the Delaware State Fire School in Dover, DE with representatives from the Training and Exercise Subcommittee and the Delaware Emergency Management Agency (DEMA).

Attendees	Agency
Robert Newnam, Chairman	DSFS
Jerry Brennan, Alt. Chairman	DSFS
Christine Beste	DEMA
Jessica McIntire	DEMA
Mei Johnson	DEMA/CERT
William Wipf	DEMA
Suzanne Raab-Logan	DE HC Assoc.
Tucker Dempsey	Fire Service
Betty Decker	PHPS
Harvey Velott	DSP
David Mick	Kent County
Patrick Willie	Wilmington EMA
Glenn Marshall	Sussex Co. EMS
Joe Hughes	League of Govt.
Matthew Higgins	DNREC
Dwayne Day	DelDOT
Lisa Tanielian	DDA

- Chairman Robert Newman welcomed everyone called the meeting to order at 0831AM.
- A quorum of members were present and introductions were made.  
A motion was carried for an approval of the January 9th, 2019 meeting minutes.  
APPROVED (Motion by Harvey Velott, Second by David Mick)

## EXERCISE PROGRAMS

### *Christine Beste Reports:*

- Sussex, TTX, Hurricane, 15 Jan 2019
  - o *Christine Beste reports:* Hurricane tabletop exercise that assessed elected officials understanding of existing hazard plans.
- AG, TTX, AG Terror
  - o *Lisa Tanielian reports:* rescheduled date pending Federal Government
- Wilmington, FE, EOC, 10 Apr 2019
- Kent WS/TTS, MCI, 10 and 22 May 2019
- DTI cyber, FE 19 June 2019
- State Terrorism TTX
  - o *Harvey Velott reports:* date pending C&O meeting on Feb. 28<sup>th</sup>
- NCC, FSE Airport, 6 Apr 2019
- State HazMAT WS, 10-11 May 2019
- State HazMAT FE, June 2019
- DNG, FSE HazMAT, 9-14 July 2019
- DETF, TTX Debris Management, 17 July 2019
- Kent, DR, Comm, 17 and 29 Oct 2019
- Other DE exercises:

### LE

*Harvey Velott reports: Hometown Security Conference to be 21-23 May.*

- State-wide TTX's for school shooting/shelter-in-place, ongoing this year
- TTX, DSCYF active shooter TBD
- TTX, OMB active shooter TBD
- Hometown Security Conference at Polytech

### PH

- RSS/POD TTX, 13 FEB
- Family Assistance Center and fatality Management WS, 26 FEB
- DHPC Symposium, 7 MAR
- Family Assistance Center and fatality Management TTX, 14 May

### HC:

*Suzanne Raab-Logan reports: Updated exercise information will be submitted following internal Health Care meeting on 7 February.*

### AI/Nemours

Active Shooter Drill with Saint Francis – Jan 2019

### Bayhealth

Move to new Sussex Campus is set for Feb 5th

### Beebe

Hurricane Exercise with Town of Lewes- Jan 15<sup>th</sup>  
Infectious Disease Exercise- Winter/Spring 2019  
HazMAT Exercise – Summer 2019

Christiana Care

Mass Vaccination Exercise (Flu)- Oct 10<sup>th</sup>  
ABLS- in planning

Nanticoke

Functional Infectious Disease Exercise- Jan 2019

Saint Francis

Active Shooter Drill with AI/Nemours- Jan 2019  
Active Shooter Drill in Emergency Department- Feb 2019  
Pharmacy HazMAT Drill- March 2019

Dover AFB

Child Abduction Exercise – Jan 2019  
HazMAT Spill Exercise – Jan 2019  
Air Show Exercise- Summer 2019

EMSPS

Family Assistance Center Training – Feb 26<sup>th</sup>  
RSS Exercise- Fall 2019

\*\*\* Statewide HazMAT Workshop with Infectious Disease and Decontamination  
Training – May 10<sup>th</sup> and 11<sup>th</sup> at the DE Fire School- Dover

## TRAINING PROGRAMS

*Christine Beste Reports:*

Training Programs; currently working on the 2019 schedule

- PER-243 and PER-243-1 TtT, Personal Radiation Detector Course, 7-10 Jan, 21 and 9 attended
- Amtrak Passenger Train Emergency Response course, 17 Jan, 32 attended
- AWR-345 Unmanned Aircraft Systems in Disaster Management course, 19 Feb, 57 enrolled
- AWR-160 WMD Awareness Level Training, 5 Mar, 7 enrolled
- AWR 147 Rail Car Incident Response, 28 Mar, 3 enrolled
- COOP, 9-10 Apr, 5 enrolled
- PER-320 PPE course (PH only). 11 Apr, 0 enrolled
  
- In-residence courses
  - o Center for Domestic Preparedness (CDP), 0

- New Mexico Tech (NMT), 0 this month, 12 registered from the 31<sup>st</sup> CST for 2019
- Counter Terrorism Operations Support (CTOS), 0

*Due to the Federal shut-down CDP and EMI facilities were closed. CDP and EMI will be open and operational for the duration of the temporary Federal Government reactivation.*

## AFTER ACTION REPORT IMPROVEMENT PLAN

- None

## FINANCIAL STATEMENTS

*Christine Beste Reports:*

- Financial Statements; FY16 T&E discussed (Details withheld- Official Use Only)

## OLD BUSINESS

Disciplines brief on written summaries from previously approved classes or conferences:

LE: approvals

North American Mounted Unit training, 20-22 Apr 18  
 Mid Atlantic INLETS conference, 18-22 June 18  
 Outlaw Motorcycle Gang Conference, 9-15 Sept 2018  
 East Coast Gang conference, 25-28 Sept 2018  
 Internet Evidence Finder Ops course, 8-12 Oct 18  
 CLEIG training conference, 17-19 Oct 2018  
 DHS Narcotics Analytic seminar, 23-24 Oct 18  
 Basic Sniper school, 10-14 Dec 2018  
 Drug Lab recertification course, Dec 2018  
 Cellebrite Evidence Repair Tech course, 16-21 Dec 2018  
 Cellebrite cell phone investigators training, TBD  
 Tactical Explosive Breaching certification course, 6-13 Jan 2019  
 Baltimore Negotiators training, 4-6 Feb 2019  
 Mid-Atlantic Regional Gang MARGIN conference, 3-6 Mar 2019

FS: approval

Drone Pilot Cert training, TBD  
 Swift water Rescue, TBD  
 NCC Structural collapse, Oct 2018  
 Structural collapse, VA beach, 12-21 Oct 2018  
 Tower Rescue Operations course, 18-19 May 2019  
 Vehicle Extrication course, 18-19 May 2019  
 Public Safety UAS training conference, TBD

CT: approval

UAS Level 1 Thermography course, 29 Jan – 1 Feb 2019

EMS:

Difficult Airway Instructor certification course, TBD

Difficult Airway course, 9-10 MAR.

SWAT Medic re-cert Kent EMS, 15-26 April 2019.

*Dave Mick reports:* SWAT Medic re-certification course has been rescheduled for 7-18 October instead of April 2019

DTI:

COOP planning course, 4-8 May 2019

## NEW BUSINESS

### Requests for Training

Any requests over \$25,000 must go through the GSS approval process prior to approval of the T&E subcommittee per our fiscal year.

- EMS \$3,188.98 and \$11,654.58
  - o *Dave Mick requests:*
    - o \$3,188.98 requested for 1 SWAT medic to attend CONTOMS re-certification 9-14 June
    - o \$11,654.58 requested for 5 personnel to attend ALERRT Conference in Aurora, Colorado 29 September - 3 October
    - *Motion by Harvey Velott, 2<sup>nd</sup> by Willie Patrick; Approved*
- CT \$14,350.00
  - o *Dwayne Day requests:* For 5 personnel to attend AUVSI Xponential Drone Conference April 29- May 2, 2019
    - *Motion by Harvey Velott, 2<sup>nd</sup> by Dave Mick approved*
- DTI \$4,801.00
  - o *Christine Beste presents request on behalf of DTI:* 1 person to attend Gartner Security & Risk Management Summit, June 17-20 June, 2019.
    - *Motion by Harvey Velott, 2<sup>nd</sup> by Glenn Marshall; Approved*

### Request for Exercises

- DTI \$1,900.00
  - o *Christine Beste presents request on behalf of DTI: Tabletop Cyber Security exercise that will incorporate state partners, FEMA, and FEMA Region III states.*
    - *Motion by Willie Patrick, 2<sup>nd</sup> by Harvey Velott, Approved*
- LE \$7,400.00
  - o *Harvey Velott requests: funding for 2019 Hometown Security Conference*

- *Motion by Glenn Marshall, 2<sup>nd</sup> by Dave Mick, Approved*

- a. All supporting documents for T&E requests must be sent to DEMA before the request is placed on the T&E agenda. Requests must be sent electronically to DEMA POC and submitted in hardcopy at the meeting it is being requested at.

Supporting documents requested include:

- 1) Dates of training/conference/event being requested.
- 2) Non-OGT form completed if it is not a FEMA course
- 3) Per Diem/GIS form printed out with packet
- 4) Any/all agencies attending and the number of personnel expected. Do not need specific names.
- 5) Curriculum or agenda from training/conference/event being requested
- 6) Who is paying for/sponsoring

- b. Hard copies of T&EPW were distributed to all members of the T&E sub-committee in attendance. See table below:

Received copy of T&EPW	# of copies
Robert Newnam, Chairman	1
Jerry Brennan, Alt. Chairman	1
Mei Johnson	1
Suzanne Raab-Logan	1
Tucker Dempsey	1
Betty Decker	1
Harvey Velott	1
David Mick	1
Patrick Willie	3
Glenn Marshall	1
Joe Hughes	1
Matthew Higgins	1
Dwayne Day	1
Lisa Tanielian	1

#### NIMS COORDINATOR UPDATE

*William Wipf reports:*

- None

#### CERT/CITIZEN CORPS

*Mei Johnson Reports:*

- Upcoming events:

- 6 CERT Training Classes Scheduled for 2-19  
April 19-20 in Georgetown, June 1-2 at UD Lewes campus, June 18-19 at DSMH, October 18-19, November 6-7 at DSMH, December 6-7 at DEMA

#### OTHER SUBCOMMITTEE BUSINESS

- *Jessica McIntire presents: New potential requirements for T&E requests*
  - *Conversation regarding concerns about some of the new potential requirements for submitting T&E requests. Members requested, supported by Chairman Newman, that a more detailed list be drafted and presented at the March meeting. Updated list should identify what information is needed to submit a request, how far in advance requests must be submitted, any exceptions that exist or member perceive as existing, information required based on funding grant, etc.*
  - *Committee members agree on reassessing T&E Expense Request requirements at the March meeting following further information.*
  - *Requested information:*
    - *Checklist of exact requirements for T&E Expense Request Forms*
    - *Grant guidelines supporting information necessary*
    - *Method of tracking and accessing reviews and recommendations of previously attended/funded trainings/conferences/events, etc.*

#### COMMITTEE MEMBERS COMMENTS

- *Including a short description in printed meeting agenda regarding what the 'New Business' funding is being requested for rather than just having discipline representative report out.*

#### CONCLUSION

- Per Chairman Robert Newman the meeting is adjourned at 09:46AM

Respectfully Submitted,  
-Christine Beste